



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Administrative Assistant to Section Chief for Civil Rights and Employment

Provides administrative support to Section Chief for Civil Rights and Employment Litigation. Principal duties include:

Duties:

- Provide administrative support to Section Chief for Civil Rights and Employment, including maintaining calendars, scheduling, drafting documents, filing and reporting.
- Responsible for preparation of statistical reports, including but not limited to Briefing Book/Significant Case updates, and Weekly and Monthly reports.
- Report opened/closed cases.
- Maintain Litigation Trial Calendar.
- Obtain case information upon request.
- Responsible for screening new cases and preparation of new case assignment sheets, requests for representation, and general litigation inquiries.
- Coordinate and monitor settlement recommendations forwarded to the Governor's Office.
- Initiate contract requests.
- Responsible for docketing pleadings and other documents into Law Manager.
- Opening and closing cases and maintaining files.
- Responsible for mail distribution; gathering and verifying timesheets; and distributing Civil Rights Section payrolls.
- Process transportation authorizations and travel memoranda.
- Answer telephone; update section-related telephone list and organizational chart; open and close files and cases; maintain and organize files, obtain case information upon request from court personnel and opposing counsel; responsible for office supplies and maintaining supply cabinet.
- Prepare legal documents for filing in State and Federal Courts, correspondence, memoranda and reports. Assemble data, copy documents, and maintain databases and files.
- Communicate with outside counsel and client agencies to obtain documents and other pertinent information.
- Provide research as necessary.
- Other duties as assigned by Section Chief, Chief Counsel for Litigation and the Attorney General.

Skills:

- Proficient at word processing (Word 2003 or equivalent), email (Outlook 2003 or equivalent), and spreadsheets and databases (Excel, Access, etc.)
- Good client relations skills, including ability to work with clients to obtain information in a timely manner.
- Communicate clearly and concisely; maintain professionalism in all verbal and written communications and keep others informed on a timely basis.
- Familiarity with federal and state civil procedure.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond to requests for information.

- Demonstrate dependability and adaptability.
- Awareness of ethical concerns, including need for confidentiality.